

## ***Pest Notes Development, Review and Production Process (July 2019)***

### **Roles:**

UC IPM Technical Editor: Karey Windbiel-Rojas

UC IPM Publications Editor: Belinda Messenger-Sikes

Associate Editor for Urban Pest Management: Andrew Sutherland

### **Development**

1. UC IPM Technical Editor contacts Author(s) to discuss/confirm a revision. Corresponding Author is identified by Technical Editor after discussion with the Authors. [For a new Pest Note, Author contacts Technical Editor to discuss before developing manuscript; corresponding Author is identified]
2. UC IPM Publications Editor prepares for Author a formatted Word doc from the currently published Pest Notes, creates tracking sheet, and gathers all other collateral.
3. UC IPM Publications Editor prepares the Author revision agreement letter, identifying potential queries based on next-edition comments (useful feedback on current edition), and sends this along with prepared manuscript to Technical Editor
4. Technical Editor provides comments on prepared manuscript for specific areas to update; if new photos are needed, identifies this need and works with UC IPM Publications Editor to identify photos.
5. Publications Editor incorporates Technical Editor's comments; Technical Editor signs off on manuscript.
6. Publications Editor or Technical Editor emails manuscript to corresponding Author with request deadline for return; Author Guidelines document is included; Co-Authors are cc'd.
7. Corresponding Author works with Co-Authors to revise manuscript and returns to UC IPM Publications Editor and Technical Editor when finished.
8. Publications Editor suggests edits and comments and ensures manuscript conforms to standard format; notes if any new photos added; sends to Technical Editor for review.
9. Further changes are discussed back and forth with corresponding Author, Publications Editor, and Technical Editor.
10. Once the Technical Editor and Author have signed off and manuscript is ready for peer review, UC IPM Publications Editor sends the Author a clean copy of the manuscript; Publications Editor provides Author instructions on how to submit manuscript via the UC ANR Publications Manuscript FastTrack online peer review system.
11. Technical Editor or Publications Editor informs the UC ANR Publications Director and the appropriate UC ANR Publications Associate Editor and that a Pest Notes manuscript will soon be submitted online for peer review.
12. While manuscript is in peer review, UC IPM Publications Editor and Technical Editor process new photos and gather high quality images and permission from photographers to add photos to the UC IPM Photo Library.

### **UC ANR Publications Peer Review**

13. Author submits manuscript via Manuscript FastTrack
14. UC ANR Publications staff assigns manuscript to Associate Editor
15. Associate Editor assesses manuscript (may send it back to UC IPM or Author, or reject)
16. Associate Editor assigns peer reviewers

17. Reviewers complete reviews
18. Associate Editor reads reviews and issues initial decision
19. Author revises manuscript
20. Previous 5 steps are repeated until the manuscript is accepted
21. Associate Editor submits manuscript to Office of Pesticide Information and Coordination (OPIC) via survey

#### OPIC Review

22. OPIC Reviewer checks text for mention of pesticides and their active registration in California Department of Pesticide Regulation (DPR) database for that crop or use site; if only an active ingredient is mentioned, OPIC Reviewer searches for a specific pesticide product with that active ingredient to verify the use site mentioned
23. If pesticide is not registered in DPR database, or if it is not active for that crop or use site, then OPIC Reviewer indicates “not O.K.” or “not approved” in manuscript; OPIC Reviewer searches for alternative products using the shelf survey (internal document, an up-to-date list of products typically found in retail stores) and/or a DPR database search
24. OPIC Reviewer returns manuscript to Associate Editor
25. Associate Editor works with Author to address OPIC Reviewer comments

#### UC ANR Publications Peer Review

26. Associate Editor forwards accepted manuscript to UC IPM Publications Editor and Technical Editor for final editing and production, and sends UC IPM Publications Editor names of reviewers for follow-up thank you email

#### UC IPM Production

27. UC IPM Publications Editor reviews manuscript and makes copy edits; sends to Technical Editor for review
28. UC IPM Publications Editor and Technical Editor work with Author on any final edits and address anything new that arose during peer review
29. UC IPM Publications Editor lays out PDF version and prepares text for online posting in Word; Technical Editor reviews and approves
30. UC IPM Publications Editor sends Author PDF and Word docs with for final approval
31. UC IPM Publications Editor ensures all photos (including new ones which were added during peer review) are in the UC IPM photo library
32. UC IPM Publications Editor creates the Pest Notes online text document with hyperlinks and side photos indicated and sends to UC IPM Production Team for creation of HTML page; PDF is also sent to UC IPM Production Team for online posting
33. HTML page is reviewed by UC IPM Publications Editor and Technical Editor to check for errors before publishing.
34. UC IPM Production Team publishes Pest Notes online and announces on UC IPM “What’s New” page
35. UC IPM Publications Editor informs all Authors once the Pest Note has been published
36. Technical Editor checks pesticide active ingredients in manuscript and updates the online pesticide tables if needed.
37. UC IPM Production Team notifies UC ANR Publications about the Pest Notes revision; Publications Marketing Director posts PDF to the UC ANR Publications catalog